



USA Party Store

For Party Greatness!

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MAGNOLIA EVENT ROOM RENTAL AGREEMENT

This is a rental agreement between _____

Name

and **USA Party Store**, for the use the Magnolia Event Room at USA PARTY Store

For _____ / On _____ / At _____
Event Type Date of Event Start Time

YOUR RENTAL

Your rental includes:

- The use of the Magnolia event room + the warming kitchen (1500 SQ FT - 68 feet deep by 22 feet wide)
- This contract is for **6 hours** total for the rate of **\$799 on Saturday and \$599 on Sunday through Friday during USA Party Event Hours (10 AM to 11:59 PM)**. The rental time includes setup, the actual event, and breakdown/cleanup times.
Additional time can be purchased for an additional fee depending on availability.
- Tables (round, rectangular, high-boy) and folding chairs for up to 120 guests seating banquet style.
- A stage for the head table.
- 3 speakers with outstanding sound system (including a powerful bass subwoofer) with auxiliary jacks ready for you to connect your phone/tablet or your DJ equipment
- Outstanding lighting effects with ceiling truss and sound activated stage lights.
- Flat screen TVs and DVD Player
- LCD Projector with multiple connectivity options: HDMI, USB, AV, with a built-in speaker for a slide show or a presentation.
- A Podium.
- Wireless microphone.
- Warming kitchen with a refrigerator and a microwave.
- Free WIFI.
- Ample parking space in the front and back.
- Onsite venue manager throughout your event to assist with any questions.
- 10% off qualifying party supply purchases from USA Party Store.
- ADA Accessible.



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MAXIMUM CAPACITY

- **CAPACITY STANDING/THEATRE STYLE = up to 150 Guests**
- **CAPACITY SEATING BANQUET STYLE = up to 120 Guests**

RENTAL PERIOD & EVENT HOURS

The Magnolia Event Room at USA Party Store is available for rent based on six (6) hours block minimum use of the facility; this time period includes **one hour for setup, four (4) hours for the actual event and one hour for breakdown/cleanup**. The actual event must end no later than **11:59 PM**.

Additional event hours can be purchased at the rate of hundred dollars (\$100) per hour during normal "Event Hours" (10 am to 11:59 pm) and one hundred fifty dollars (\$150) per hour for after "Event Hours (after 11:59 PM).

ADDITIONAL TIME FOR SETUP, ROOM DECORATION, ETC.

If the renter/guest needs additional time for setup, room decorating, etc., the renter may ask for access to the room beyond the contracted six (6) hours for an additional charge (\$50) per hour. Additional setup hours must be contiguous with event hours, i.e., additional set-up time is only available for hours immediately before the event and is based on availability.

SECURITY DEPOSIT

A \$100 date-hold security deposit is required to be guaranteed the date and time of your event; it can be used toward the rental fee or party supplies purchase when all accounts are settled and if there is no infraction of the contract or any damage to the facility.

CANCELLATION

All cancelations must be received in writing via email or by speaking to USA Party Store staff.

- Cancellation received up to 30 days of the event will be charged 50% of the security deposit.
- Cancellation received less than 30 days of the event will forfeit the entire security deposit.

PAYMENT SCHEDULE & POLICIES FOR MAGNOLIA EVENT SPACE RENTAL CHECKLIST

- **INITIALS:** [redacted] - To guarantee your event's day and time, you will need to pay \$100 security deposit.
- **INITIALS:** [redacted] - On the day of your event, you will pay your full rental fee and any unbilled extras.
- **INITIALS:** [redacted] - We require a credit card for any incidentals the day of the event
- **INITIALS:** [redacted] - Cancellation received up to 30 days of the event will receive 50% of the security deposit.
- **INITIALS:** [redacted] - Cancellation received less than 30 days of the event will forfeit the entire security deposit.
- **INITIALS:** [redacted] - USA Party Store reserves the right to cancel any event for which conditions outlined above is not made.



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- **INITIALS:** [redacted] - Surveillance cameras are active at the facility; these are there for your protection as well as ours.
- **INITIALS:** [redacted] - Any damage sustained to the wall or any other properties that requires a professional to fix will be charged to the renter/guest credit card on file. A walkthrough will be conducted with the renter/guest before leaving the facility to ensure there is no issue.
- **INITIALS:** [redacted] - Back Exit door must remain closed when an amplified song is playing

DECOR & USE RESTRICTIONS

USA Party Store will make every effort to ensure your event is a success. We require your cooperation to make sure everyone has a safe and enjoyable time.

- At no time is a renter or a guest allowed on a ladder. USA Party staff must complete any decoration work that requires a ladder at the renter/guest's direction. If you need ladder work, you must notify USA Party staff in writing 2 weeks before your event.
- Smoking is not allowed in the building.
- You may not put holes in any wall
- Youth functions (under age 21) are required to have an adult chaperone (s) over age 21
- Candles may be used only if the candles are in containers and the wick of the candle is at least two (2) inches from the top of the container. USA Party reserves the right to remove candles at their discretion for the security of everybody and in consultation with the renter/guest.
- All items brought into the Magnolia Event Room (e.g., personal items, props, etc.) must be removed immediately following the event; items that are not removed will be disposed of by USA Party Store.

HOLD HARMLESS

You agree that USA Party Store is not responsible for any items personal or otherwise brought into the event facility or in the facility's parking lots that are lost, stolen, damaged or otherwise lose value. Renter/Guest specifically waives and agrees to hold harmless USA Party Store, its agents, employees and assigns, from any claims, loss or damage to any guests, vehicles, or others as a result of the use of said Magnolia event space, adjacent areas, parking lot and USA Party site or areas traversed to access said event room, unless said claim, loss or damage is the result of USA Party, its employees, or agents, direct intentional misconduct.



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RATES

- **Saturday: 6 hours - \$799 (4 hours event time, 1 hour Setup - 1 hour Cleanup)**
- **Sunday through Friday: 6-hours - \$599 (4 hours event time - 1 hour Setup, 1 hour Cleanup)**

OPTIONAL ADD-ONS

Extra hour (during USA Party "Event Hours" 10 am to 11:59 pm): \$100

Extra hour (outside USA Party "Event Hours" after 11:59 pm): \$150

Extra hour setup time: \$50

Fog Machine Rental: \$50

Chiavari Chair Rental: \$4 per chair (subject to availability)

Overage Fees

- A \$50.00 fee will apply for every 30 minutes the event extends past the event original end time. To avoid additional charges, we recommend that you allow 30 min to an hour for breakdown/cleanup time.
- The use of the venue beyond 11:59 PM may be granted for additional fee.
- Additional charges may apply for repair or cleaning if the event room is not restored to the same condition prior to the renter's use



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Cleanup Responsibilities

:

Magnolia Event Room cleaning checklist:

- INITIALS: All tables are to be wiped down if food or drink is spilled on them, folded and put away
- INITIALS: All chairs are to be wiped down if food or drink is spilled on them, folded and put away
- INITIALS: Pick up all visible trash off of the floor; if food or drink is spill, spot mop the area
- INITIALS: Removal of foods and drinks from the refrigerator.
- INITIALS: Removal of personal items brought to the event.
- INITIALS: Removal of decorations from the room; any damage sustained is the renter' responsibility to fix
- INITIALS: Putting trash generated from your event in the dumpster in the back of the building
- INITIALS: I understand not cleaning after my event will automatically result in a charge of \$150 on the credit card on file or the credit card used to pay for the security deposit.



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EVENT INFORMATION

_____/_____/_____/_____
DATE OF EVENT EVENT TYPE START TIME EVENT END TIME

_____/_____
ADDITIONAL SETUP TIME ADDITIONAL EVENT TIME

RESPONSIBLE PARTY NAME(S)

RESPONSIBLE PARTY ADDRESS

_____/_____
RESPONSIBLE PARTY HOME TELEPHONE # CELL #

RESPONSIBLE PARTY EMAIL ADDRESS

ESTIMATED # OF GUESTS

_____/_____
SECURITY DEPOSIT TOTAL EVENT SPACE COST

I have read the rules for USA Party event rental space; I understand my responsibility and agree to the conditions set forth.

_____/_____
GUEST'S SIGNATURE DATE

GUEST'S NAME PRINTED

_____/_____
USA PARTY STORE DATE